

**5 - YEAR
REAPPRAISAL PLAN**

WEAKLEY COUNTY

SUBMISSION DATE 7-18-13

ASSESSOR OF PROPERTY

DAVID A. TUCK

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ATTACHMENTS

(To Be Submitted With Completed Plan)

County Summary Sheet
County Index Map(s) Showing Inspection Cycle
Fiscal Year Budget Requirements Breakdowns
Resolution of Legislative Body

SECTION I

4 - YEAR VISUAL INSPECTION CYCLE

REVALUATION YEAR 2018

WEAKELY COUNTY

CYCLE BEGINNING DATE: 7/1/13

ASSESSOR: David A. Tuck

COUNTY SUMMARY

(Attach Parcel Distribution Report Summary Sheet)

TOTAL PARCELS	URBAN 1"=50' & 100' MAPS	6,663	(Except C/I/Other)
(Projected)	RURAL 1"=400' MAPS	12,288	(Except C/I/Other)
	COMMERCIAL/INDUSTRIAL	1,488	(Total)
	ALL OTHER	789	(Total)

TOTAL PARCELS (County Wide Projected through Revaluation Year)	21,228
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TOTAL MAPS	1" = 50'	N/A	
	1" = 100'	88	
	1" = 400'	181	
	Other Scale (_____)	N/A	

ESTIMATED TOTAL TRANSFERS PER YEAR	1,200
ESTIMATED NUMBER OF SPLIT TRANSFERS	150

SCHEDULED MAP MAINTENANCE

Daily X Monthly _____ Annual _____
 Other (Specify) _____

**DAILY PRODUCTION REQUIREMENTS FOR INSPECTION
(Number of Parcels Reviewed Per Person Per Day)**

URBAN	50
RURAL	30
COMM./INDUSTRIAL	15
OTHER PARCELS	15

TOTAL NUMBER OF PARCELS PER INSPECTION YEAR

YEAR 1	5,247	YEAR 2	5,390
YEAR 3	5,307	YEAR 4	5,284
YEAR 5	N/A		

SCHEDULED REPORTING PERIOD
QUARTERLY X

ATTACH COUNTY WIDE INDEX MAP SHOWING INSPECTION CYCLE AREAS BY YEAR

****THESE ARE NUMBERS SUPPLIED BY STATE OF TENNESSEE DPA**

FIRST INSPECTION YEAR OF CYCLE

NUMBER OF PARCELS TO BE INSPECTED:

URBAN 397 RURAL 4,575 COMM/IND 119 OTHER 156 TOTAL 5,247

PERCENT OF PARCELS TO BE INSPECTED:

URBAN 1.9% RURAL 21.5% COMM/IND 0.6% OTHER 0.7% TOTAL 24.7%

GEOGRAPHIC AREA TO BE INSPECTED (Specific Map Sheets)

1" = 400' Maps	001, 002, 003, 004, 005, 006, 007, 008, 009, 010, 011, 012, 013, 014, 015, 016, 017, 018, 019, 020, 021, 022, 023, 024, 025, 026, 027, 028, 029, 030, 031, 032, 034, 035, 036, 037, 038, 039, 040, 041, 042, 043, 045, 046, 047, 048, 049, 050, 051, 052, 053, 054, 055, 056, 057, 058, 059, 060, 061, 062, 063, 064, 066, 067 068, 069, 070, 071, 080, 081, 082, 083, 084, 085, 086, 087, 088, 104, 105.
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1" = 100' Maps	038D, 052M, 053P, 056M, 57F, 057L, 057M, 057P, 058N, 058P, 080I.
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1" = 50' Maps

Other

PERCENTAGE OF TOTAL PARCEL COUNT TO BE INSPECTED THIS YEAR: 25%.

QUALITY ASSURANCE BY SENIOR STAFF MEMBER OR ASSESSOR

Percentage of Inspected Parcels to be Reviewed:

URBAN 5% RURAL 5% COMM/IND 5% OTHER 5% TOTAL 5%

**BUDGET REQUIREMENTS TO COMPLETE VISUAL INSPECTION CYCLE FOR FISCAL
YEAR 13-14 \$ 42,710**

ATTACH BREAKDOWN OF REQUIREMENTS SHOWING SPECIFIC AMOUNTS FOR:

- | | |
|--------------------------|--------------------|
| 1. Salaries (Individual) | 6. Printing |
| 2. Benefits | 7. Office Supplies |
| 3. Travel | 8. Training |
| 4. Data Processing | 9. Other |
| 5. Postage | |

(See 5A)

BREAKDOWN OF BUDGET REQUIREMENTS
WEAKLEY COUNTY REAPPRAISAL
1ST INSPECTION YEAR OF CYCLE
JULY 2013 - JUNE 2014

LINE ITEM	DESCRIPTION	AMOUNT
106 *	Salaries	\$ 8,260
212	Benefits	\$ 2,100
307	Communication	\$ 600
317	Data Processing	\$ 4,200
348	Postal	\$ 1,650
355	Travel	\$ 1,300
	Rent	\$ -
399	Contracted Services	\$ 22,500
524	Training/Staff Dev.	\$ 800
	Utilities	\$ -
435	Supplies	\$ 800
799	Other (Misc)	\$ 500
Total		\$ 42,710

* Salaries show in Assessor's Budget

****THESE ARE NUMBERS SUPPLIED BY STATE OF TENNESSEE DPA**

SECOND INSPECTION YEAR OF CYCLE

NUMBER OF PARCELS TO BE INSPECTED:

URBAN 2,922 RURAL 1,600 COMM/IND 673 OTHER 196 TOTAL 5,390

PERCENT OF PARCELS TO BE INSPECTED:

URBAN 13.7% RURAL 7.5% COMM/IND 3.2% OTHER 0.9% TOTAL 25.3%

GEOGRAPHIC AREA TO BE INSPECTED (Specific Map Sheets)

1" = 400' Maps 072, 073, 074, 075, 076, 077, 078, 079, 091, 092, 093, 094, 095, 096, 097, 098

1" = 100' Maps 072A, 072C, 072G, 072H, 072I, 072J, 072K, 072O, 072P, 073B, 073C, 073D, 073E,
073F, 073G, 073J, 073L, 073M, 073N, 078B, 78C, 078D, 078F, 078G, 078H, 078I,
078J, 079A, 079C, 079F, 079G, 093C, 093D

1" = 50' Maps _____

Other _____

PERCENTAGE OF TOTAL PARCEL COUNT TO BE INSPECTED THIS YEAR: 25%

QUALITY ASSURANCE BY SENIOR STAFF MEMBER OR ASSESSOR

Percentage of Inspected Parcels to be Reviewed:

URBAN 5% RURAL 5% COMM/IND 5% OTHER 5% TOTAL 5%

BUDGET REQUIREMENTS TO COMPLETE VISUAL INSPECTION CYCLE FOR FISCAL

YEAR 14-15 \$ 44,025

ATTACH BREAKDOWN OF REQUIREMENTS SHOWING SPECIFIC AMOUNTS FOR:

- | | |
|--------------------------|--------------------|
| 1. Salaries (Individual) | 6. Printing |
| 2. Benefits | 7. Office Supplies |
| 3. Travel | 8. Training |
| 4. Data Processing | 9. Other |
| 5. Postage | |

(See 6A)

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BREAKDOWN OF BUDGET REQUIREMENTS
WEAKLEY COUNTY REAPPRAISAL
2ND INSPECTION YEAR OF CYCLE
JULY 2014 - JUNE 2015

LINE ITEM	DESCRIPTION	AMOUNT
106 *	Salaries	\$ 8,500
212	Benefits	\$ 2,125
307	Communication	\$ 600
317	Data Processing	\$ 4,400
348	Postal	\$ 1,700
355	Travel	\$ 1,300
	Rent	\$ -
399	Contracted Services	\$ 23,000
524	Training/Staff Dev.	\$ 850
	Utilities	\$ -
435	Supplies	\$ 850
799	Other (Misc)	\$ 700
	Total	\$ 44,025

* Salaries show in Assessor's Budget

****THESE ARE PROJECTED NUMBERS SUPPLIED BY STATE OF TENNESSEE DPA**

THIRD INSPECTION YEAR OF CYCLE

NUMBER OF PARCELS TO BE INSPECTED:

URBAN 1,600 RURAL 3,036 COMM/IND 418 OTHER 254 TOTAL 5,307

PERCENT OF PARCELS TO BE INSPECTED:

URBAN 7.5% RURAL 14.3% COMM/IND 2.0% OTHER 1.2% TOTAL 25.0%

GEOGRAPHIC AREA TO BE INSPECTED (Specific Map Sheets)

1" = 400' Maps 089, 090, 099, 100, 101, 102, 103, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115,
 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 129, 130, 131, 132, 133, 134, 136,
 137, 138, 139

1" = 100' Maps 089P, 090M, 101D, 101E, 101F, 101L, 101P, 102A, 102B, 102G, 102H, 102I, 102J
 109C, 110D, 117D, 119F, 119G , 119J, 119K, 119N, 119O, 121M, 132C.

1" = 50' Maps

Other

PERCENTAGE OF TOTAL PARCEL COUNT TO BE INSPECTED THIS YEAR: 25%

QUALITY ASSURANCE BY SENIOR STAFF MEMBER OR ASSESSOR

Percentage of Inspected Parcels to be Reviewed:

URBAN 5% RURAL 5% COMM/IND 5% OTHER 5% TOTAL 5%

BUDGET REQUIREMENTS TO COMPLETE VISUAL INSPECTION CYCLE FOR FISCAL

YEAR 15-16 \$ 45,425

ATTACH BREAKDOWN OF REQUIREMENTS SHOWING SPECIFIC AMOUNTS FOR:

- | | |
|--------------------------|--------------------|
| 1. Salaries (Individual) | 6. Printing |
| 2. Benefits | 7. Office Supplies |
| 3. Travel | 8. Training |
| 4. Data Processing | 9. Other |
| 5. Postage | |

(See 7A)

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3RD INSPECTION YEAR OF CYCLE
JULY 2015 - JUNE 2016

LINE ITEM	DESCRIPTION	AMOUNT
106 *	Salaries	\$ 8,750
212	Benefits	\$ 2,175
307	Communication	\$ 600
317	Data Processing	\$ 4,500
348	Postal	\$ 1,750
355	Travel	\$ 1,350
	Rent	\$ -
399	Contracted Services	\$ 23,750
524	Training/Staff Dev.	\$ 900
	Utilities	\$ -
435	Supplies	\$ 850
799	Other (Misc)	\$ 800
	Total	\$ 45,425

* Salaries show in Assessor's Budget

****THESE ARE NUMBERS SUPPLIED BY STATE OF TENNESSEE DPA**

FOURTH INSPECTION YEAR OF CYCLE

NUMBER OF PARCELS TO BE INSPECTED:

URBAN 1,774 RURAL 3,077 COMM/IND 279 OTHER 184 TOTAL 5,284

PERCENT OF PARCELS TO BE INSPECTED:

URBAN 8.3% RURAL 14.5% COMM/IND 1.3% OTHER 0.9% TOTAL 25.0%

GEOGRAPHIC AREA TO BE INSPECTED (Specific Map Sheets)

1" = 400' Maps	126, 127, 128, 140, 141, 142,	143, 144, 145, 146, 147, 148, 149, 150, 151,
	152, 154, 155, 156, 157, 158,	159, 160, 161, 162, 163, 164, 165, 166, 167,
	168, 170, 171, 172, 173, 174,	175, 176, 177, 178, 180, 181.

1" = 100' Maps	127H, 127I, 127P, 128D, 128E,	128L, 128M, 151M, 155D, 155E, 155F, 155L, 156A,
	156B, 156H, 156I, 160J, 162F,	162K

1" = 50' Maps

Other

PERCENTAGE OF TOTAL PARCEL COUNT TO BE INSPECTED THIS YEAR: 25%

QUALITY ASSURANCE BY SENIOR STAFF MEMBER OR ASSESSOR

Percentage of Inspected Parcels to be Reviewed:

URBAN 5% RURAL 5% COMM/IND 5% OTHER 5% TOTAL 5%BUDGET REQUIREMENTS TO COMPLETE VISUAL INSPECTION CYCLE FOR FISCAL
YEAR 16-17 \$ 41,550

ATTACH BREAKDOWN OF REQUIREMENTS SHOWING SPECIFIC AMOUNTS FOR:

- | | |
|--------------------------|--------------------|
| 1. Salaries (Individual) | 6. Printing |
| 2. Benefits | 7. Office Supplies |
| 3. Travel | 8. Training |
| 4. Data Processing | 9. Other |
| 5. Postage | |

(See 8A)

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BREAKDOWN OF BUDGET REQUIREMENTS

WEAKLEY COUNTY REAPPRAISAL
4TH INSPECTION YEAR OF CYCLE
JULY 2016 - JUNE 2017

LINE ITEM	DESCRIPTION	AMOUNT
106 *	Salaries	\$ 8,000
212	Benefits	\$ 2,000
307	Communication	\$ 500
317	Data Processing	\$ 4,200
348	Postal	\$ 1,600
355	Travel	\$ 1,250
	Rent	\$ -
399	Contracted Services	\$ 22,000
524	Training/Staff Dev.	\$ 800
	Utilities	\$ -
435	Supplies	\$ 700
799	Other (Misc)	\$ 500
	Total	\$ 41,550

* Salaries show in Assessor's Budget

****THESE ARE NUMBERS SUPPLIED BY STATE OF TENNESSEE DPA**

NARRATIVE INFORMATION --- VISUAL INSPECTION

(Attach Additional Sheets If Needed.)

- A. Personnel Needs: Field inspection contracted (key punch done in house) to accomplish visual inspection cycle.
- B. Office and Equipment Needs: \$5,000 for new computers and software that are not state supplied will need to be purchased in order to maintain current job duties.
- C. Training Planned and Needed for Staff: Current field inspector and clerical staff trained. Any future replacements would require on the job training with DPA assistance for field inspector.
- D. Geographic Areas of Responsibility Assigned to Inspection Personnel: County divided geographically into four areas based on parcel counts. One field inspector will cover all areas with review by assessor.
- E. Production Rates: Specific rates stated on page 4. On average field inspection should be 25 / day with clerical at 125 / day.
- F. Map Maintenance Schedule and Explanations: Map maintenance will be performed daily (or as needed).
- G. Quality Assurance Efforts Planned: Assessor will review 5% of all visual inspections for uniformity and accuracy. Edits will be produced using MAARS, CAAS Local reports or their equivalents.
- H. Other: N/A

SECTION II

REVALUATION YEAR OF CYCLE

REVALUATION YEAR		2018	
TOTAL PARCELS (Projected)	URBAN (1" = 100' Maps)	6,663	(Except Comm/Ind)
	RURAL (1" = 400' Maps)	12,288	(Except Comm/Ind)
	Commercial/Industrial	1,488	(All Maps)
	OTHER	789	
	TOTAL	21,228	

BUDGET REQUIREMENTS TO COMPLETE REVALUATION PROGRAM FOR FISCAL
YEAR 17-18 \$ 72,800

ATTACH BREAKDOWN OF REQUIREMENTS SHOWING SPECIFIC AMOUNTS FOR:

- | | |
|--------------------------|--------------------|
| 1. Salaries (Individual) | 6. Printing |
| 2. Benefits | 7. Office Supplies |
| 3. Travel | 8. Training |
| 4. Data Processing | 9. Other |
| 5. Postage | |

****THESE ARE NUMBERS SUPPLIED BY STATE OF TENNESSEE DPA**

BREAKDOWN OF BUDGET REQUIREMENTS
WEAKLEY COUNTY REAPPRAISAL
REVALUATION YEAR
JULY 2017 - JUNE 2018

LINE ITEM	DESCRIPTION	AMOUNT
106 *	Salaries	\$ 20,000
212	Benefits	\$ 5,000
307	Communication	\$ 600
317	Data Processing	\$ 5,500
348	Postal	\$ 4,000
355	Travel	\$ 1,500
	Rent	\$ 6,000
399	Contracted Services	\$ 24,000
524	Training/Staff Dev.	\$ 900
	Utilities	\$ 3,000
435	Supplies	\$ 800
799	Other (Misc)	\$ 1,500
Total		\$ 72,800

* Salaries show in Assessor's Budget

****THESE ARE NUMBERS SUPPLIED BY STATE OF TENNESSEE DPA**

NARRATIVE INFORMATION – REVALUATION YEAR

(Attach Additional Sheets If Needed)

- A. Personnel Needs: One field inspector / appraiser and one clerk will be required to meet reappraisal needs. Assessor will provide oversight and assistance as needed throughout.
- B. Office Space and Equipment Needs (Space for State Personnel Providing Assistance): Any space proposed will be discussed with regional supervisor.
- C. Use of Aerial Photographs: Will use aerial photos or future GIS technologies to locate buildings and update tree lines as necessary.
- D. Assistance Request of Division of Property Assessments: Will need DPA assistance to develop cost tables, base rates and land schedules. Will also need DPA assistance with informal hearings and county board in 2018.
- E. Development of Sales File: County will follow SBOE / DPA sales verification procedures to develop database of arms – length transactions.
- F. Area Codes: Market areas (neighborhoods) will be reviewed and adjusted as needed.
- G. Improvement Valuation:
1. Base Rate Development: When adequate data exists, base rates will be market derived. Other rates will come from cost data providers such as Marshall and Swift.
 2. Analysis: Will use MAARS (or its equivalent) to analyze validity of proposed market (appraised) values.
 3. Special Building & Extra Feature Valuation: XF/SB cost tables to be developed by DPA using Marshall and Swift with assessor providing any basis for local cost adjustments.
 4. Collection & Use of Income & Expense Information: Income / Expense questionnaires to be mailed to income producing properties with analysis performed by DPA specialist.
 5. Quality Assurance Efforts: Assessor will monitor all aspects of reappraisal using random samples, statistical analysis and edits.

H. Land Valuation:

1. Rural Land & Use Value: County will assist DPA in rural sales analysis for development of base schedule. Use will be calculated by DPA according to statutes in effect for 2018.
2. Residential/Small Tract: Land will be valued based on current market data and table or model driven when applicable.
3. Commercial & Industrial: Land to be valued according to market data using vacant sales, abstraction, allocation, and / or land residual techniques where applicable.
4. Quality Control: Assessor will monitor all land valuation and actively participate where locally specific knowledge is needed. Sampling, statistical analysis and edits will be used to insure quality.

I. Mineral and/or Leaseholds: Assessor will collect all pertinent data and rely on DPA personnel to perform analysis. DPA will need to let us know what data is needed.

J. Valuation Analysis

1. Detailed Analysis: To be performed with DPA assistance using the latest tools of statistical analysis to insure uniformity and reliability.
2. Final Value Correlation: Final values will be correlated from market, cost and income with residential and farm weighted toward market and commercial / industrial weighted toward cost and income.

K. Updating of Ownership Information: Deeds will be worked daily (or as needed) with emphasis on remaining current, especially towards end of calendar year 2017.

L. New Construction: Assessor's staff will be responsible for picking up new construction. Any new construction affecting sales analysis will be given priority and all should be complete prior to printing notices.

M. Final Value Meeting: To include all reappraisal staff from assessor's office and DPA. Meeting will review successes / shortcomings of reappraisal and insure satisfactory completion and statistical analysis.

N. Hearings (Formal and Informal): Will be the responsibility of the assessor and his/her staff. DPA assistance will be provided if current resources permit.

O. Computer Appraisal System:

1. Do you currently use the State of Tennessee Computer Assisted Appraisal System (CAAS)? Yes X No If No, name of system currently in use.

2. Do you plan to change to another computer system during the reappraisal cycle covered in this plan? Yes X No

REVALUATION PHASE DELINEATION CHART DESCRIPTIONS

A. ADMINISTRATION

1. Planning/Organizing - The time an administrator spends in establishing goals, policies and procedures and organizing the work activities for a timely completion of each reappraisal phase.
2. Directing/Controlling - The time an administrator spends in guiding and supervising personnel responsible for the accomplishment of the clerical and appraisal activities necessary to complete each phase.

B. CLERICAL

1. File Cleanup - Time required in the correction of file reports such as incorrect land codes, improvement types, property types, etc.
2. Acreage Correlation - Time required to compare acreage amounts on the property record card with the tax maps and to correct any discrepancies.
3. Inspection Corrections - Time required to make corrections to properties reviewed during the inspection cycle.
4. Data Entry - Time required to key changes and corrections.
5. Processing/Screening - Time required to process and examine all data prior to data entry and to edit completed data upon return from data processing
6. Acreage Grid - Time required to calculate the acreage of each land grade on tracts that may be eligible for greenbelt.
7. Other - Time required to perform other clerical duties necessary to the successful completion of the reappraisal program.

C. PRELIMINARY ANALYSIS OF FILE

1. Area Codes - Time required reviewing the current area code assignments and determining the need for any changes or corrections.
2. Improvement Types - Time required to review the current improvement types used and to determine any needed changes, corrections or additions.
3. Extra Features/Special Buildings - Time required to review the current status of the extra features as special buildings and to determine any needed changes, corrections or additions.

4. Small Tracts - Time required to review the current small tract listings for accuracy and consistency, and to review the methods used to establish values and to determine any needed changes or corrections.
5. Rural Land - Time required to review the current rural land listings for accuracy and consistency, and to review the methods used to establish values and to determine any needed changes or corrections.
6. Income and Expense - Time required to review the commercial properties and to determine the methods and forms to be used in the collection of income and expense information.
7. Sales File Cleanup - Time required to review the status of the sales file using sales reports and deed inventories. The sales file should be up-to-date and listed correctly.
8. Override Properties - Time required to review the listing of properties that have an override code. Delete all override codes making any needed changes or corrections.

D. LAND VALUATION

1. Urban - Time required to analyze vacant and improved sales to determine appropriate units of comparison, to establish base lot values, front foot and square foot values as well as units buildable. Urban parcels are located on 1" - 100' or larger scaled maps.
2. Commercial/Industrial - Time required to analyze vacant and improved sales and to determine appropriate units of comparison as well as establish base front foot, square foot and acreage values.
3. Rural - Time required to analyze vacant and improved sales of 15 acres or greater and to determine a preliminary rural land schedule. Rural land listings should be changed or corrected as needed.
4. Small Tracts - Time required to analyze vacant and improved sales of parcels less than 15 acres on rural maps and to establish a small tract pricing guide. Small tract listings should be changed or corrected as needed.

E. IMPROVEMENT VALUATION

1. Base Rates - Time required to develop tentative market base rates for all improvement types, utilizing sales of particular properties or in absence of sales a approved cost index service.
2. Factors - Time required to determine the use, if any, of base rate factors or land factors.

3. Effective Ages - Time required to review the condition factors (effective ages) of all improvements and to adjust those improvements due to the change in the base year for depreciation calculations.
4. Extra Features/Special Buildings - Time required to develop and/or to update extra features and special buildings rates and depreciation tables.

F. SPECIAL PROPERTIES VALUATION

1. Commercial/Industrial - Time required to appraise special purpose properties such as large industrials, golf courses or recreational facilities.
2. Minerals - Time required to collect data and to appraise mineral interests.
3. Leaseholds - Time required to analyze the leases on fee exempt properties and to value leasehold interests.
4. Exempt Properties - Time required to review and to compare the approved exemption applications with a current exempt properties listing, and to determine any changes that may alter the exemptions status of the properties.
5. Other - Time required to value other unique or complex properties that need additional resources for appraisal.

G. ASSESSOR FILE MAINTENANCE

1. New Construction - Time required to measure and list all new construction completed prior to the reappraisal date.
2. Mapping Splits - Time required for map maintenance during year prior to reappraisal.
3. Tree lines/Land Grades - Time required to update tree lines and land grade changes on the tax maps and to correct the resulting land grade listing for the property.
4. Sales File - Time required to maintain an up-to-date-sales file during the year prior to the reappraisal date.

H. FINAL VALUATION REVIEW

1. Urban - Final determination of values for residential properties located on 1' = 100' or larger scaled maps.
2. Rural - Final determination of values for residential/farm properties located on 1"= 400' maps.
3. Use Schedule - Final review of the use schedule calculations and the greenbelt parcels listing properties on all maps.

5. Final Value Meeting - Meeting with the State Division of Property Assessments to review all phases of the completed reappraisal program for accuracy and completion. Appraisal change reports and all analysis reports should be reviewed to determine needed changes or corrections.
6. Final Analysis - Interpreting final sales analysis prior to printing assessment change notices and property record cards. Compiling pertinent appraisal tables, schedules, manuals and maps for future reference.

I. INFORMAL HEARINGS

1. Urban - Estimate the number of parcels that will be reviewed during the assessor's hearings.
2. Rural - Estimate the number of parcels that will be reviewed during the assessor's hearings.
3. Commercial/Industrial and Special Properties - Estimate the number of parcels that will be reviewed during the assessor's hearings.
4. Clerical - Maintaining files and appointment logs and processing appraisal changes including data entry.
5. Field Checks - Field reviews due to informal hearings.

J. FORMAL HEARINGS

1. County Board of Equalization - Appraisal and clerical personnel required to assist the County Board of Equalization during the reappraisal year.

ASSESSOR'S REAPPRAISAL PHASE DELINEATION CHART

PHASE (Reappraisal Activity)	UNITS # of Maps or Parcels	DAILY PRODUCTION RATE	BEG DATE	COMP DATE	TOTAL MAN MONTHS	PERSONNEL (Man Mos / Time)
A. ADMINISTRATION						
1. Planning/Organizing	21,320	132	03-Jan-17	29-Jun-18	9.0	0.50
2. Directing/Controlling	21,320	132	03-Jan-17	29-Jun-18	9.0	0.50
B. CLERICAL						
1. File Cleanup (work all cleanup reports)	1	1	03-Jan-17	28-Apr-17	0.1	0.01
2. Acreage Correlation	1	1	05-Jun-17	30-Mar-18	0.1	0.01
3. Inspect. Cycle Corrections	1	1	03-Jan-17	31-May-17	0.1	0.01
4. Data Entry	12,792	250	05-Jun-17	29-Mar-18	2.8	0.29
5. Processing/Screening (data change returns)	12,792	160	05-Jun-17	29-Mar-18	4.4	0.45
6. Acreage Grid	1	1	05-Jun-17	29-Jun-18	0.1	0.00
7. Other	5	1	05-Jun-17	29-Jun-18	0.3	0.02
C. PRELIMINARY ANALYSIS OF FILE						
1. Area Codes (Review/Correct)	0	0	03-Jan-17	28-Apr-17	0.0	0.00
2. Imp. Types (Review)	0	0	03-Jan-17	28-Apr-17	0.0	0.00
3. Extra Features/Special Bld (analysis /calculation)	0	0	03-Jan-17	28-Apr-17	0.0	0.00
4. Small Tracts (Review accuracy/consistency)	0	0	03-Jan-17	28-Apr-17	0.0	0.00
5. Rural Land (Review/establish schedule)	0	0	03-Jan-17	28-Apr-17	0.0	0.00
6. Income & Expense (Methods & Forms)	0	0	05-Jun-17	29-Mar-18	0.0	0.00
7. Sales File Cleanup	0	0	03-Jan-17	31-Jan-18	0.0	0.00
8. Override Properties	0	0	05-Jun-17	29-Dec-17	0.0	0.00
D. LAND VALUATION						
1. Urban (50' & 100' Maps)	2,722	250	03-Jun-17	30-Mar-18	0.6	0.06
2. Comm/Ind	0	0	03-Jun-17	30-Mar-18	0.0	0.00
3. Rural (400' Maps)	2,160	100	03-Jun-17	30-Mar-18	1.2	0.12
4. Small Tract	2,760	250	03-Jun-17	30-Mar-18	0.6	0.06
E. IMPROVEMENT VALUATION						
1. Base Rates	0	0	03-Apr-17	28-Apr-17	0.0	0.00
2. Factors	0	0	03-Apr-17	28-Apr-17	0.0	0.00
3. Effective Ages	4,880	250	03-Jun-17	30-Mar-18	1.1	0.11
4. XFSB	5,300	250	03-Jun-17	30-Mar-18	1.2	0.12

PHASE (Reappraisal Activity)	UNITS # of Maps or Parcels	DAILY PRODUCTION RATE	BEG DATE	COMP DATE	TOTAL MAN MONTHS	PERSONNEL (Man Mos / Time)
F. SPECIAL PROPERTIES						
1. Comm/Ind	0	0	03-Jun-17	30-Mar-18	0.0	0.00
2. Minerals	0	0	03-Jun-17	30-Mar-18	0.0	0.00
3. Leaseholds	0	0	03-Jun-17	30-Mar-18	0.0	0.00
4. Exempt Properties	788	200	03-Jun-17	30-Mar-18	0.2	0.02
5. Other	0	0	03-Jun-17	30-Mar-18	0.0	0.00
G. ASSESSOR FILE MAINTENANCE						
1. New Construction	200	20	03-Jul-17	30-Mar-18	0.6	0.06
2. Mapping Splits	210	10	03-Jul-17	31-Jan-18	1.2	0.16
3. Tree lines/Land Grades	0	0	03-Jul-17	30-Mar-18	0.0	0.00
4. Sales File	1,500	150	03-Jul-17	31-Jan-18	0.6	0.08
H. FINAL VALUATION REVIEW						
1. Urban	0	0	03-Jun-17	31-Jan-18	0.0	0.00
2. Rural	0	0	03-Jun-17	31-Jan-18	0.0	0.00
3. Use Schedule	0	0	13-Mar-18	14-Mar-18	0.0	0.00
4. Comm/Ind	0	0	03-Jun-17	31-Jan-18	0.0	0.00
5. Final Value Meeting	0	0	20-Mar-18	20-Mar-18	0.0	0.00
6. Final Analysis	0	0	01-Nov-17	30-Mar-18	0.0	0.00
I. INFORMAL HEARINGS						
1. Urban (estimate)	80	60	30-Apr-18	11-May-18	0.1	0.25
2. Rural (estimate)	142	60	30-Apr-18	11-May-18	0.1	0.44
3. Comm/Ind & Special Properties	0	0	30-Apr-18	11-May-18	0.0	0.00
4. Clerical (data entry, filing, etc.)	600	300	30-Apr-18	11-May-18	0.1	0.21
5. Field Checks	60	40	30-Apr-18	11-May-18	0.1	0.16
J. FORMAL HEARINGS						
1. County Board of Equalization	90	10	04-Jun-18	15-Jun-18	0.5	1.36

TOTAL **ADMINISTRATIVE PERSONNEL** REQUIRED (Sum of Phases A) 1.00

TOTAL **CLERICAL PERSONNEL** REQUIRED (sum of Phase B) 1.00

TOTAL **APPRAISAL PERSONNEL** REQUIRED (Sum of Phase C through J) 3.00

****THESE ARE PROJECTED NUMBERS SUPPLIED BY STATE OF TENNESSEE DPA**

**DIVISION OF PROPERTY ASSESSMENTS ASSISTANCE
REVALUATION PHASE DELINEATION CHART**

PHASE (Reappraisal Activity)	UNITS # of Maps or Parcels	DAILY PRODUCTION RATE	BEG DATE	COMP DATE	TOTAL MAN MONTHS	PERSONNEL (Man Mos / Time)
A. ADMINISTRATION						
1. Planning/Organizing	21,320	490	03-Jan-17	29-Jun-18	2.4	0.13
2. Directing/Controlling	21,320	490	03-Jan-17	29-Jun-18	2.4	0.13
B. PRELIMINARY ANALYSIS						
1. Area Codes (Review/Correct)	21,320	5,000	03-Jan-17	28-Apr-17	0.2	0.06
2. Imp. Types (Review)	12,200	2,500	03-Jan-17	28-Apr-17	0.3	0.07
3. Extra Features/Special Bld (analysis /calculation)	13,250	2,500	03-Jan-17	28-Apr-17	0.3	0.08
4. Small Tracts (Review accuracy/consistency)	6,900	2,500	03-Jan-17	28-Apr-17	0.2	0.04
5. Rural Land (Review/establish schedule)	5,400	2,500	03-Jan-17	28-Apr-17	0.1	0.03
6. Income & Expense (Methods & Forms)	100	10	03-Jun-17	30-Mar-18	0.6	0.06
7. Sales File Cleanup	1,500	100	03-Jan-17	31-Jan-18	0.8	0.06
8. Override Properties	20	5	03-Jun-17	29-Dec-17	0.2	0.03
C LAND VALUATION ASSISTANCE						
1. Urban (50' & 100' Maps)	4,083	450	01-May-17	30-Mar-18	0.5	0.05
2. Comm/Ind	1,465	40	01-May-17	30-Mar-18	2.0	0.18
3. Rural (400' Maps)	3,240	150	01-May-17	30-Mar-18	1.2	0.11
4. Small Tract	4,140	450	01-May-17	30-Mar-18	0.5	0.05
D. IMP VALUATION ASSISTANCE						
1. Base Rates	40	20	03-Apr-17	28-Apr-17	0.1	0.12
2. Factors	4	4	03-Apr-17	28-Apr-17	0.1	0.06
3. Effective Ages	7,320	450	01-May-17	30-Mar-18	0.9	0.08
4. XFSB	7,950	450	01-May-17	30-Mar-18	1.0	0.09
E. SPECIAL PROPERTIES ASSISTANCE						
1. Comm/Ind	1,465	40	01-May-17	30-Mar-18	2.0	0.18
2. Minerals	26	10	01-May-17	30-Mar-18	0.1	0.01
3. Leaseholds	5	2	01-May-17	30-Mar-18	0.1	0.01
4. Exempt Properties	0	0	01-May-17	30-Mar-18	0.0	0.00
5. Other	1	1	01-May-17	30-Mar-18	0.1	0.01

PHASE (Reappraisal Activity)	UNITS # of Maps or Parcels	DAILY PRODUCTION RATE	BEG DATE	COMP DATE	TOTAL MAN MONTHS	PERSONNEL (Man Mos / Time)
F. FINAL VALUATION REVIEW ASSISTANCE						
1. Urban	6,805	600	01-May-17	31-Jan-18	0.6	0.07
2. Rural	12,262	600	01-May-17	31-Jan-18	1.1	0.12
3. Use Schedule	0	0	14-Mar-18	15-Mar-18	0.0	0.00
4. Comm/Ind	1,465	60	01-May-17	31-Jan-18	1.4	0.15
5. Final Value Meeting	0	0	20-Mar-18	21-Mar-18	0.0	0.00
6. Final Analysis	0	0	01-Nov-17	30-Mar-18	0.0	0.00
G. INFORMAL HEARINGS (ORGANIZATIONAL & TECHNICAL ASSISTANCE)						
1. Urban (estimate 3%)	125	60	30-Apr-18	11-May-18	0.1	0.39
2. Rural (estimate 3%)	200	60	30-Apr-18	11-May-18	0.2	0.62
3. Comm/Ind & Special Properties (estimate 3%)	43	10	30-Apr-18	08-May-18	0.2	0.80
4. Clerical (data entry, filing, etc.)	0	0	30-Apr-18	11-May-18	0.0	0.00
5. Field Checks (estimate 25%)	90	45	30-Apr-18	11-May-18	0.1	0.21
H. FORMAN HEARINGS (ORGANIZATIONAL & TECHNICAL ASSISTANCE)						
1. CO BD OF EQ (estimate 15% INF)	0	0	04-Jun-18	15-Jun-18	0.0	0.00

TOTAL DPA PERSONNEL REQUIRED4.00****THESE ARE PROJECTED NUMBERS SUPPLIED BY STATE OF TENNESSEE DPA**

ASSESSOR'S PERSONNEL ASSIGNMENT

(Attach additional sheets if necessary)

1. Position: Assessor Name: David Tuck
Phase Responsibility: Planning, directing and monitoring reappraisal activities
Appraisal Experience and Training: 26 years; multiple DPA & IAAO courses
2. Position: Deputy Assessor Name: Lisa Odle
Phase Responsibility: Field Inspector / Mapper
Appraisal Experience and Training: 22 years; multiple DPA & IAAO courses.
3. Position: Deputy Assessor Name: Penny Crowell
Phase Responsibility: Data Entry/Clerical
Appraisal Experience and Training: 26 years; DPA courses and seminars
4. Position: Deputy Assessor Name: Debbie Cantrell
Phase Responsibility: Clerical
Appraisal Experience and Training: 18 years; multiple DPA and IAAO courses.
5. Position: Deputy Assessor Name: Dale McLeod
Phase Responsibility: Personal Property
Appraisal Experience and Training: 27 years; multiple DPA and IAAO courses.

(All Years Totaled)

This Plan is hereby submitted for Reappraisal of Weakley County as required by TCA 67-5-1601.

David A. Puck

ASSESSOR OF PROPERTY

DATE _____

REVIEWED BY:

James W. Patrick
COUNTY MAYOR

DATE _____

RESOLUTION BY COUNTY COMMISSION:
(required for 4 or 5 year cycle)

APPROVED _____ (Attach Copy of Resolution)

DISAPPROVED _____

CHAIRMAN, COUNTY COMMISSION

DATE _____

DATE SUBMITTED TO STATE BOARD OF EQUALIZATION:

BREAKDOWN OF BUDGET REQUIREMENTS
WEAKLEY COUNTY REAPPRAISAL
SUM OF FIVE YEAR REAPPRAISAL
JULY 2013 - JUNE 2018

LINE ITEM	DESCRIPTION	AMOUNT
106 *	Salaries	\$ 53,510
212	Benefits	\$ 13,400
307	Communication	\$ 2,900
317	Data Processing	\$ 22,800
348	Postal	\$ 10,700
355	Travel	\$ 6,700
	Rent	\$ 6,000
399	Contracted Services	\$ 115,250
524	Training/Staff Dev.	\$ 4,250
	Utilities	\$ 3,000
435	Supplies	\$ 4,000
799	Other (Misc)	\$ 4,000
Total		\$ 246,510
Projected Parcel		
Count		20,763
Estimated Cost		
Per Parcel		\$ 11.87

* Salaries show in Assessor's Budget

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